

City of Chattanooga, TN
Personnel Class Specification

Class code 0561

FLSA: Non-Exempt

CLASSIFICATION TITLE: ELECTRICAL SIGN INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized work functions associated with conducting inspections and ensuring compliance with applicable sign ordinances and related codes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Performs field inspections, surveys and investigations relating to enforcement of sign ordinances; assists in enforcing electrical codes and safety codes; measures sizes and distances; inspects electrical wiring on signs.

Coordinates inspection activities with other departments, contractors, the public, or other individuals.

Provides information and technical assistance concerning code requirements; discusses problem areas with property owners and contractors; responds to questions or complaints concerning code violations.

Reviews sign permit applications and drawings to assure code compliance.

Obtains drawings and right-of-way information from state department of transportation.

Files permits on required drawings.

Removes illegal signs from city/state rights-of-way.

Issues correction notices and court citations for violations of sign ordinance and electrical code.

Makes photographic records of signage for presentation at board hearings, meetings, and city court.

Presents variance requests to Sign Appeals Board.

Maintains city-wide inventory of signs; maintains political sign inventory.

Maintains records of department activities.

Prepares or completes various forms, reports, correspondence, logs, daily reports, correction notices, citations, or other documents.

Receives various forms, reports, correspondence, sign permit applications, complaint forms, surveys, architectural drawings, electrical diagrams, construction plans, maps, manuals, code books, ordinances, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, e-mail, or other software programs.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, city council, contractors, property owners, state department of transportation, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle used to conduct work activities.

Verifies proper licensing of contractors and their employees.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in electrical maintenance; supplemented by three (3) to five (5) years previous experience and/or training that includes electric sign installation/service and general

electrical maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Electrical Sign Journeyman's License. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, temperature extremes, machinery, electric currents, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.